



COMDTINST 1401.5Y  
MAY 1, 2003

# COMMANDANT INSTRUCTION 1401.5Y

Subj: SCHEDULE OF ACTIVE DUTY PROMOTION LIST (ADPL) AND INACTIVE DUTY PROMOTION LIST (IDPL) OFFICER PERSONNEL BOARDS AND PANELS

Ref: (a) Personnel Manual, COMDTINST M1000.6 (series)  
(b) Reserve Personnel Manual, COMDTINST M1001.28 (series)  
(c) Title 14, U. S. Code  
(d) Title 10, U. S. Code

## 1. PURPOSE. The purpose of this Instruction is to:

- a. Publish convening dates for ADPL and IDPL officer personnel boards and panels for promotion year (PY) 2004, **which occurs from 1 July 2003 to 30 June 2004**.
- b. Provide guidance to officers eligible for consideration by a selection/retention board.

## 2. ACTION. Area and district commanders, commanders of maintenance and logistics commands, commanding officers of headquarters units, assistant commandants for directorates, Chief Counsel, and special staff offices at Headquarters shall ensure compliance with this Instruction's provisions. Internet release is authorized.

## 3. DIRECTIVES AFFECTED.

- a. Schedule of ADPL Officer Personnel Boards and Panels, COMDTINST 1401.5X is canceled on 1 July 2003.
- b. Schedule of IDPL Officer Personnel Boards, COMDTINST 1401.4X is canceled on 1 July 2003.

### DISTRIBUTION – SDL No. 140

	a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p	q	r	s	t	u	v	w	x	y	z
A	2	2	2		2	2	1	2	1	1		1	2	1	1	1	1	1	1		2	1				
B		8	20	8	12	12	11	6	6	2	2	3	3	5	1	1	1	6	1	1	2	1	2	1	1	1
C	2	2	2	2	2	1	1	1	1	1	5	2	1	2	1		1	1	2	1	1	1	1	1	1	1
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NON-STANDARD DISTRIBUTION: \*B:C MLCLANT, MLCPAC (6 extra)

4. RELATED DIRECTIVES.

- a. Chapters 1, 5, and 14 of reference (a) contain regulations governing the various officer personnel boards and panels.
- b. Chapter 7.A of reference (b) contains regulations specific to Reserve Officer personnel boards.

5. GENERAL GUIDANCE FOR ALL OFFICERS.

- a. Submitting Performance Evaluations. Submit Officer Evaluation Reports (OERs) in accordance with Chapter 10 of reference (a), to ensure selection boards and panels have complete, up-to-date information. Under no circumstances shall those officers above the zone, or who are projected to be in the zone for promotion, delay their regular annual or semiannual OER past the scheduled due date. For this purpose, estimated zones will be announced in an ALCGPERSCOM entitled 2003 OER SUBMISSIONS to be released in late Spring 2003. The schedule of boards and panels was developed to correspond as closely as possible with the OER submission schedule. Area and district commanders, commanders of maintenance and logistics commands, commanding officers of headquarters units, assistant commandants for directorates, Chief Counsel, and special staff offices at Headquarters shall emphasize to supervisors, reporting officers, reviewers, and OER administrators alike, the importance of submitting proper evaluation reports promptly. Enclosures (1) and (2) provide information to aid rating chain officials in submitting reports on those officers being considered by selection boards and assignment panels.
- b. Commanding Officers/ISC Responsibilities. Commanding officers of drilling reservists or ISCs and CGPC for non-drilling reservists shall:
  - (1) Ensure that all Reserve officers are aware of the contents of this Instruction.
  - (2) Provide a copy of the ALCGPERSCOM announcing selection zones to each officer being considered by a selection or retention board. This includes officers in any status except those retired (OPFAC XX-87600) or on the Inactive Status List (OPFAC XX-87500).
- c. Review of Records. All officers under consideration by upcoming boards and panels are encouraged to review their official record maintained by Coast Guard Personnel Command (CGPC-adm-3). This can be done by:
  - (1) Personally reviewing your record at the Coast Guard Personnel Command;
  - (2) Designation of another individual to review your record for you (provide CGPC-adm-3 with a signed letter that lists the name of the individual who will review your record, and

the dates the review will take place). For more information, contact the Officer Section Supervisor at (202) 267-1624.

- (3) Requesting a complete copy of your official record via mail or fax to CGPC-adm-3. This request should be made in writing at least six months prior to a board's convening date. Fax requests must have a signature on the page and can be sent to (202) 267-4310.
- d. Communications to Selection Boards. As stated in section 253(b) of reference (c), any officer eligible for consideration by a selection board may send a communication to the board. The letter must arrive at CGPC-opm-1/CGPC-rpm-1 before the board convenes. Reference (a) states that this communication must be sent through the officer's chain of command. Letters may invite attention to any matter in the member's Coast Guard record that will be before the selection board. A communication to a board may not criticize any officer or reflect on any officer's character, conduct, or motive. Separate page endorsements from the chain of command are optional. Endorsements, enclosures or attachments to letters submitted to selection boards shall not include opinions whether a board should select an officer for promotion. See Article 5.A.4.e. of reference (a) for additional guidance.
6. ADPL & IDPL PROMOTION BOARD ZONES AND CONVENING DATES. This Instruction and enclosure (1) and (2), amplified by appropriate message traffic, serve as the official notification required by Section 253 of reference (c). Future messages will announce changes to enclosures (1) and (2).
7. ADPL COMMAND SCREENINGS AND ASSIGNMENT PANELS.
  - a. Communications to ADPL Command Screening Panels. An officer under consideration by a command screening panel may write to the panel President, in care of the Coast Guard Personnel Command (CGPC-opm-2). The letter must arrive at CGPC-opm-2 before the panel convenes. Letters may invite attention to any matter in the member's Coast Guard record that will be before the selection panel. A communication to a panel may not criticize any officer or reflect on any officer's character, conduct, or motive. Endorsements from the chain of command shall not be included. The electronic resume (e-resume) is not appropriate correspondence to a command screening panel, yet the information communicated may be relayed to the panel by CGPC-opm at the panel's request.
  - b. Communications to ADPL Captain and Commander Assignment Panels. An officer under consideration by the Captain or Commander assignment panel may write to the panel President, in care of the Coast Guard Personnel Command (CGPC-opm-2). The letter must arrive at CGPC-opm-2 before the panel convenes. Letters may invite attention to any matter in the member's Coast Guard record that will be before the selection panel. A communication to a panel may not criticize any officer or reflect on any officer's character, conduct, or motive. Endorsements from the chain of command shall not be included.
  - c. Electronic Resume for ADPL Panels.

- (1) Command Screening. Officers who wish to be considered for afloat or aviation command at the grade of commander and below must specifically request to be screened via the CGHRMS electronic resume (e-resume). Captains and captains-select who meet the criteria for O-6 afloat or aviation command screening in paragraphs 11.a or 12.a below will automatically be considered by the respective panel, but are nonetheless strongly encouraged to express their desire to be screened in an e-resume. E-resumes requesting afloat or aviation command screening shall be submitted at least 60 days before the screening panel to ensure inclusion in the candidate pool. Screening panels will not consider the e-resume itself, so any communications to the panel should be prepared as described above.
  - (2) Senior Service Schools and Strategic Studies Groups. Although consideration for Senior Service Schools is automatic based on year group and rotation date, officers interested in those programs are encouraged to submit an e-resume expressing that interest and, if desired, indicating preference among schools. Senior Service School (SSS) graduates are automatically considered for selection to the CNO Strategic Studies Group (SSG) each year, but other officers are considered only on request. An ALCOAST is released by Commandant (G-CCX) each spring outlining the specific criteria by which officers will be considered for SSS/SSG. E-resumes are provided to the Senior Service School/SSG Selection Panel.
- d. Afloat Command Screening Criteria.
- (1) O-6 Commands. Panel will consider all O-6s and O-6 selectees who:
    - (a) Are in year group 79 or junior (YG 78 and senior may be considered if they specifically request screening);
    - (b) Are tour complete in 2004, or will complete at least two years in their current assignment by 15 September 2004;
    - (c) Have not previously held an O-6 afloat command (this criteria is waived for any O-6 desiring to compete for an O-6 WAGB command); and
    - (d) Have served in an O-5 afloat position since 1 June 1997.
  - (2) O-5 Commands. Panel will consider all O-5s and O-5 selectees who:
    - (a) Request screening;
    - (b) Are tour complete in 2004, or will complete at least two years in their current assignment by 15 September 2004;
    - (c) Have not previously held an O-5 afloat command; and
    - (d) Have served in an O-4 CO/XO/OPS afloat position since 1 June 1997.
  - (3) O-4 Commands. Panel will consider all O-4s and O-4 selectees who:
    - (a) Request screening;

- (b) Are not currently afloat;
- (c) Are tour complete in 2004, or will complete at least two years in their current assignment by 15 September 2004;
- (d) Have not previously held an O-4 afloat command.
- (e) Have served afloat since 1 June 1997. A previous ATON (WLB/WLM/WTGB & Barge Combination) afloat tour is necessary to be considered for WLB command.

(4) **O-3 Commands**. Panel will consider all O-3s and O-3 selectees who:

- (a) Request screening;
- (b) Are tour complete in 2004, or will complete at least two years in their current assignment by 15 September 2004;
- (c) Have not previously held an O-3 afloat command;
- (d) Have completed two tours afloat; and
- (e) Are not currently afloat in an O-2 position with the exception of second-tour Navy Exchange or WHEC Weapons Officers; and
- (f) Have served afloat since 1 June 1997. A previous ATON (WLB/WLM/WTGB & Barge Combination) afloat tour is necessary to be considered for WLM command.

(5) **O-2 Commands**. Panel will consider all O-2s and O-1s who:

- (a) Request screening;
- (b) Are currently afloat in their initial afloat tour; and
- (c) Are tour complete in assignment year 2004.

(6) **CWO Commands**. Panel will consider all CWO(BOSN)s who:

- (a) Request screening;
- (b) Have served in a CWO(BOSN) afloat position since 1 June 1997;
- (c) Are tour complete in 2004, or will complete at least two years in their current assignment by 15 September 2004; Sitting/incumbent CO's are not required to re-screen to compete for a potential back-to-back afloat command in the same mission class of vessel (ATON or LE).
- (d) Panel will additionally consider enlisted members above the cut on the 2004 CWO (BOSN) eligibility list who:
  - 1. request screening;
  - 2. have served as a cutter OINC or XPO since 1 June 1997.

(7) The screening panels will select a number consistent with Service needs and sufficient to provide assignment flexibility.

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- (8) Newborn Children (CNC) or Temporary Separation program are not eligible to compete in a command afloat screening until they return to a commissioned status.
- (9) Members who have been selected for flight school are not eligible to compete in a command afloat screening panel.
- (10) Members who are serving in DUINS TABS (post-graduate education) will be expected to fulfill obligated service in a follow-on assignment within their specialty/program, and are thus not eligible to compete in a command afloat screening panel. Officers serving in Senior Service School, Sloan Fellowship, or Navy/Army/Marine Corps War College positions are eligible to compete in a command afloat screening panel.
- (11) Questions about procedures or eligibility for afloat command screening can be directed to the Afloat Assignment Officer at 202-267-1678 or, for O-6 commands, the Pre-Continuation Captain Assignment Officer at 202-267-2533.

e. Aviation Command Screening Criteria.

- (1) A panel will consider aviation O-6s, O-6 selects and O-5s who:
  - (a) Request screening (O-5);
  - (b) Are in years groups;
    - 1. 79 and junior for O-6 (YGs 77 & 78 may be considered if they specifically request screening);
    - 2. 86 and senior for O-5
  - (c) Are not currently in command of an aviation unit;
  - (d) Are tour complete in 2004, or will have completed at least two years in their present assignment by 15 September 2004;
  - (e) Have served in a DIFOPS billet since 1 June 1997; and
  - (f) Served at least two years in an approved pre-command aviation assignment.
- (2) The screening panel will select a number consistent with Service needs and sufficient to provide assignment flexibility.
- (3) Questions about procedures or eligibility for aviation command screening can be directed to the Aviation Assignment Officer at 202-267-1680, or, for O-6 commands, the Pre-Continuation Captain Assignment Officer at 202-267-2533.

- 8. IDPL PROMOTION BOARD PROCEDURES. Chapter 21, Subchapter B of reference (c) contains procedures applicable to the promotion of Reserve officers on the inactive duty promotion list. These laws provide for the selection of Reserve officers on a best-qualified basis to the grade of lieutenant and above, and on a fully qualified basis to the grade of lieutenant (junior grade). They further provide for the convening of retention boards to ensure a steady

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promotion flow. Reserve warrant officers on inactive duty are promoted pursuant to regulations promulgated under the authority stated in section 575 of reference (d). Enclosure (2) is the PY04 schedule for inactive duty Reserve officer boards.

- a. A Reserve officer under consideration by a selection board may write to the board, in care of the Coast Guard Personnel Command (CGPC-rpm-1). In addition to or instead of, a Reserve officer may submit a Reserve Officer Personal Resume, CG-5481, enclosure (3).
  - b. The names of Reserve officers recalled to active duty under Title 10 will remain on the IDPL. Reserve officers serving under Title 10 will be considered by Reserve boards and panels, if eligible.
  - c. Ready Reserve officers serving on extended active duty (EAD), who are above or in the promotion zone, will normally be placed on the ADPL. Ready Reserve officers serving on EAD may request placement on the IDPL vice the ADPL and compete against Ready Reserve officers in an active status. To transfer to the IDPL, Reserve officers must submit a written request to Commander, Coast Guard Personnel Command (opm-1) to be released from EAD during the time frame that both the ADPL and IDPL boards meet. This request must be received no later than 1 May of the promotion year in which the officer will be considered. After both boards adjourn, the EAD contract will be resumed and the officer returned to the ADPL.
  - d. All Reserve officer promotion board information is available on the Reserve web site ([www.uscg.mil/hq/reserve/msg03.htm](http://www.uscg.mil/hq/reserve/msg03.htm)) and from ALCGPERSCOM messages. Any Reserve officer can request an OER Summary Report by sending an email to Rcreecy@comdt.uscg.mil (the Reserve Officer Evaluation System Manager).
9. POLLUTION PREVENTION (P2) CONSIDERATIONS. Pollution Prevention considerations were examined in the development of this directive and have been determined to be not applicable.
10. FORMS AVAILABILITY. Enclosure (3) may be locally reproduced and is available in "Jet Form" on Coast Guard Standard Workstation III, or online at the following website: <http://www.uscg.mil/hq/reserve/forms.htm>.

KENNETH T. VENUTO/s/  
Assistant Commandant for Human Resources

Encl: (1) PY04 Active Duty Officer Personnel Board/Panel Schedule  
(2) PY04 Inactive Duty Reserve Officer Board Schedule  
(3) Reserve Officer Personal Resume, CG-5481 (Rev. 3-03)

**PROMOTION YEAR 2004 SCHEDULE OF ADPL OFFICER PERSONNEL BOARDS AND PANELS**

<b>CONVENING DATE</b>	<b>BOARD OR PANEL</b>	<b>ZONE</b>	<b>COMMENTS</b>
1 – 2 JUL 03	Reserve Officer Extension Board	Officers who meet all requirements. Reserve officers scheduled for release from active duty between 1 Nov 03 and 30 Apr 04. See note 5.	Requirements contained in Art. 1.B.2, PERSMAN, COMDTINST, M1000.6A. Request deadline: 10 Jun 02. See note 3.
7 – 10 JUL 03	RADM Selection Board	See note 2.	CAPT's with 1 Jul 01 or earlier dates of rank are eligible for consideration.
7 – 10 JUL 03	CAPT Continuation Board	See note 2.	
14 – 18 JUL 03	CAPT Selection Board	See notes 1 and 2.	CDRs with 1 Jul 00 or earlier dates of rank are eligible for consideration.
14 – 18 JUL 03	PCTS Selection Board	See note 2.	
17 – 18 JUL 03	Flight School Panel		
4 - 15 AUG 03	CDR Selection Board	See notes 1 and 2.	LCDRs with 1 Jul 00 or earlier dates of rank are eligible for consideration.
13 AUG 03	PHS Dental Officer Continuation		
28 AUG 03	Rear Admiral Continuation Board	See note 2.	
2 – 12 SEP 03	LCDR Selection Board/ LT Continuation	See notes 1 and 2.	LTs with 1 Jul 01 or earlier dates of rank are eligible for consideration.
15 – 19 SEP 03	Senior Service School and Strategic Studies Groups Selection Panel	The year groups under consideration for <b>SSS</b> are 82, 83, 84 and 85; <b>SSG primary year groups 78-82, O-6 and O-6(s)</b> . The member must meet the criteria in the ALDIST published by G-CCX in the spring.	Interested officers should submit an e-resume indicating school preferences. See solicitation messages for further information.
17 – 18 SEP 03	PCTS Designation		
22 – 26 SEP 03	LT Selection Board	OERs for LTJGs in zone will be submitted for period ending 30 June vice 31 July 03. See notes 1 and 2.	LTJGs with 1 Jul 02 or earlier dates of rank are eligible for consideration.
23 – 25 SEP 03	Aviation Command Screening Panel	O6s, O6-selects and O5s, YG 79 and junior.	
30 SEP – 3 OCT 03	Afloat Command Screening Panel (O6/O5)	O6s, O5s, and officers selected to those grades, YG 79 and junior.	



**PROMOTION YEAR 2004 SCHEDULE OF ADPL OFFICER PERSONNEL BOARDS AND PANELS**

<b>CONVENING DATE</b>	<b>BOARD OR PANEL</b>	<b>ZONE</b>	<b>COMMENTS</b>
8 – 9 OCT 03	RPA Selection Board	See note 2.	See Art. 5.A.6, PERSMAN, COMDTINST M1000.6A.
8 – 9 OCT 03	RPA CAPT Continuation Board	See note 6.	See Art 14.A.20, PERSMAN, COMDTINST M1000.6A.
20 – 24 OCT 03	CWO to LT Selection Board	Applicants must meet eligibility requirements established by Art. 5.B.10, PERSMAN, COMDTINST M1000.6A. See note 7.	Application deadline for those specialties being considered: 1 Oct 03. See note 5.
21 – 23 OCT 03	Afloat Command Screening Panel (CWO)	Not applicable.	
27 – 31 OCT 03	CWO Selection Board and CWO Selective Early Retirement Board (SERB)	See note 2. CWOs with DORs of 15 Dec 00 or earlier will be eligible.	See Section 5.B.PERSMAN, COMDTINST M1000.6A.
12 – 13 NOV 03	PHS Assignment Panel	Not applicable.	All USPHS officers detailed to duty with USCG.
18 – 20 NOV 03	Afloat Command Screening Panel (O4/O3/O2)	Not applicable.	Eligible LCDRs, LTs, LTJGs and ENSs.
19 – 20 NOV 03	LTJG Selection Board	ENSs with 1 Aug 02 through 31 Jan 03 dates of rank. Board may select all those eligible.	
3 – 4 DEC 03	RPA Designation Board (Phase 1)	See note 4.	See Art. 1.B.3 AND 14.A.17, PERSMAN, COMDTINST M1000.6A. Request deadline: 3 NOV 03. See note 5.
10 – 12 DEC 03	Flight School Panel		
6 – 8 JAN 04	CAPT Assignment Panel	Not applicable.	The panel will consider all CAPTs and CAPT selectees.
21 – 22 JAN 04	Reserve Officer Extension Board	Reserve officers scheduled for release from active duty between 1 May 04 and 31 Oct 04. A message will announce those eligible.	Requirements contained in Art. 1.B.2, PERSMAN, COMDTINST M1000.6A. Request deadline: 1 Jan 04. See notes 3 and 5.
3 – 5 FEB 04	CDR Assignment Panel	Not applicable.	The panel will consider all CDRs and CDR selectees.

**PROMOTION YEAR 2004 SCHEDULE OF ADPL OFFICER PERSONNEL BOARDS AND PANELS**

<b>CONVENING DATE</b>	<b>BOARD OR PANEL</b>	<b>ZONE</b>	<b>COMMENTS</b>
10 – 12 MAR 04	Flight School Panel		
7 - 11 JUN 04	LTJG Selection Board	ENSs with 1 Feb 03 through 31 Jul 03 dates of rank. Board may select all of those eligible. Note 8	
14 – 25 JUN 04	CWO Appointment Board	Not applicable.	See Section 1.D, PERSMAN, COMDTINST M1000.6A. Eligibility requirements deadline: 1 Jan 04. See note 5.

- NOTES:**
1. The number of officers included in an ADPL promotion zone is calculated in a two-step process. First, the number of officers to be selected is determined based on projected vacancies. Second, the actual zone sizes are determined by establishing the opportunity of selection for each grade.
  2. A message will announce the zone and the number to be selected.
  3. Reserve officers whose active duty agreements expire during the indicated period and who do not apply will be released when their Extended Active Duty Agreement (EAD) expires.
  4. A message will announce the number to be selected. A Phase II will be scheduled separately, if necessary.
  5. Submit applications to Commander, Coast Guard Personnel Command (CGPC-opm-1).
  6. The decision to hold the RPA CAPT Continuation Board will be determined at a later date.
  7. A message will announce the number to be selected and the criteria. Applications will additionally be considered for all CWO2s in zone for CWO3 in the 27 OCT 2003 CWO Selection Board.

**PROMOTION YEAR 2004 SCHEDULE OF IDPL OFFICER PERSONNEL BOARDS AND PANELS**

<b>CONVENING DATE</b>	<b>BOARD OR PANEL</b>	<b>ZONE</b>	<b>COMMENTS</b>
8 – 11 JUL 03	RADM Selection Board	See note 2.	CAPT's with 1 Jul 01 or earlier dates of rank are eligible for consideration.
8 – 11 JUL 03	CAPT Retention Board	See note 2.	All Reserve CAPT's in an active status.
14 – 18 JUL 03	CAPT Selection Board	See notes 1 and 2.	CDRs with 1 Jul 00 or earlier dates of rank are eligible for consideration.
11 – 15 AUG 03	CDR Selection Board	See notes 1 and 2.	LCDRs with 1 Jul 00 or earlier dates of rank are eligible for consideration.
25 – 29 AUG 03	LTJG Selection Board	ENSs with 31 Aug 02 or earlier date of rank. Board may select all of those eligible.	
8 – 19 SEP 03	LCDR Selection Board	See notes 1 and 2.	LTs with 1 Jul 01 or earlier dates of rank are eligible for consideration.
6 – 10 OCT 03	LT Selection Board	See notes 1 and 2.	LTJGs with 1 Jul 02 or earlier dates of rank are eligible for consideration.
17 – 19 NOV 03	LTJG Selection Board	ENSs with 31 JAN 03 or earlier date of rank. Board may select all of those eligible.	
3 – 4 NOV 03	CWO Ingrade Selection Board	CWOs with a DOR of 01 DEC 00 or earlier will be eligible. See note 2.	
5 – 7 NOV 03	CWO Appointment Board	Not applicable	See Section 1.D, PERSMAN, COMDTINST M1000.6A and Section 7.B, Reserve Policy Manual, COMDTINST 1001.28. Eligibility requirements deadline will be 19 SEP 03. See note 3.

- NOTES:**
1. The running mate system determines the number of Reserve officers included in an IDPL promotion zone. The opportunity of selection for each grade is based on projected vacancies and Coast Guard policy.
  2. A message will announce the zone and the number to be selected.
  3. Submit applications to Commander, Coast Guard Personnel Command (CGPC-rpm-2).

DEPARTMENT OF HOMELAND SECURITY U.S. COAST GUARD CG-5481 (Rev. 3-03)	<b>RESERVE OFFICER PERSONAL RESUME</b>	DATE
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FROM: NAME (First, MI, Last)	GRADE	EMPLID
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To: Commander, Coast Guard Personnel Command (CGPC-rpm)

Via: Commanding Officer: \_\_\_\_\_

Subj: PERSONAL RESUME FOR \_\_\_\_\_

(REASON FOR SUBMISSION)

## 1. Commission and Mobilization Information

Commission Source	Date	Current DOR	Ann. Date	Pay Base Date

Current Billet Description/Assignment	Date Assigned

2. Military Experience (*list most recent experience first*)a. Active Duty in excess of 15 days (*include schools and EAD/ADSW/TITLE 10; complete all five lines, if possible*)

Unit	From	To	Assignment

b. Inactive Duty Assignments (*drills - pay or non-pay; complete all five lines, if possible*)

Unit	From	To	Assignment

c. ADT/ADSW 15 days or less (*pay/non-pay; include ADT school; current first, then complete remaining lines, if possible*)

Year	Assignment/Location	From	To	No. of Days	ADT OJT/School/Other	ADSW-AC/ ADSW-RC

Previous Edition is Obsolete

3. Military Awards (*personal awards only, e.g. CG Commendation, CG Achievement, LOC; begin with most recently received*)

Name of Award/Year Received	Name of Award/Year Received

4. Civilian Education (*list most recent experience first*)

Institution	Yr. Completed	Major	Degree

5. Civilian Experience (*use "Job Title" & "Describe Duties/Skills" columns to describe the nature & significance of your position*)

No. Years	Employer	Job Title	Describe Duties/Skills (use more than one line, if necessary)

## 6 Civic/Professional/Military Organizations Affiliations

Organization	Position held (if appropriate) & Duties

I CERTIFY that the personal information supplied on this form is true to the best of my knowledge.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

PRIVACY ACT STATEMENT

In accordance with the "Privacy Act of 1974" the following authority for collecting this information is 10 USC 275. Principal purpose for which this information is intended to be used is for amplifying data for consideration by promotion/retention boards. Disclosure of this information is voluntary, but non-disclosure might result in a diminished opportunity for retention or promotion.